

M e m o r a n d u m

Date: January 15, 2010

To: Judicial Protection Section - North
Attention: Lieutenant J. L. Mobley

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Judicial Protection Section - North, was conducted on August 28, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 1, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 118 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 43 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	10	8.47%	3.47	4
Telecommunications	63	53.39%	21.89	22
Fleet	9	7.63%	3.13	4
Weapons	36	30.51%	12.51	13
Total	118			43

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 43 of the 43 items were located. One item required a correction to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 11 of the 11 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachments B, C, D, and E.

Due to your command's effective management of materials and equipment, only one minor discrepancy was identified during this property inspection. Hence, I request your command research and investigate this minor discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify the variance. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 15, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Judicial Protection Section

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January 15, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of Assistant Commissioner, Field
Protective Services Division
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Judicial Protection North (021)
December 1, 2009**

ATTACHMENT A

[illegible]

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY INSPECTION REPORT
Judicial Protection Section (021)**

ATTACHMENT B

	ASSET #	DESCRIPTION	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
ICU PROPERTY INSPECTION LIST TO EQUIPMENT										
1	129643	FILE SERVER	D239JZG1D218	COMPAQ	X					
2	130546	ROUTER	FHK072510N7	CISCO	X					
3	144250	DVD PLAYER	MC109C030437	TOSHIBA	X					
4	SF1315	BULLHORN	C1572		X					
ICU EQUIPMENT TO INVENTORY LIST										
1	130116	UNITERRUPTABLE POWER SOUR	AS0303332433	APC			X			
2	130190	SWITCH	7Y3V2C8AF1E80	3COM			X			

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Judicial Protection Section (021)

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.			Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R41258	Mobile Radio	[REDACTED]	[REDACTED]	9540484	X					
2	R41354	Mobile Radio	[REDACTED]	[REDACTED]	9522443	X					
3	R44916	Mobile Repeater	[REDACTED]	[REDACTED]	7611233	X					
4	R45102	Mobile Repeater	[REDACTED]	[REDACTED]	7625702	X					
5	R45874	Mobile Repeater	[REDACTED]	[REDACTED]	7738998	X					
6	R49464	Mobile Radio	[REDACTED]			X					
7	R49557	Mobile Radio	[REDACTED]		9542462	X					
8	R51314	Scanner	[REDACTED]	[REDACTED]	5000246	X					
9	R53202	Mobile Radio	[REDACTED]	[REDACTED]	9543237	X					
10	R66765	Hand-Held Radio	09867		402AXA3939	X					
11	R69611	Hand-Held Radio			355AXE0517	X					
12	R69642	Hand-Held Radio			355AXE0633	X					
13	R69644	Hand-Held Radio			355AXE0615	X					
14	R69646	Hand-Held Radio			355AXE0652	X					
15	R69651	Hand-Held Radio			355AXE0509	X					
16	R75105	Hand-Held Radio			355AXE0797	X					
17	R80270	Control Head - Mobile	[REDACTED]	[REDACTED]		X					
18	R88047	Mobile Radio	[REDACTED]	[REDACTED]	412CDG0675					X	Vehicle assigned shows 3QDY906, should be 3QDY903.
19	R89722	Control Head - Mobile	[REDACTED]	[REDACTED]		X					
20	R90394	Hand-Held Radio	11545		355CEC1011	X					
21	R90431	Hand-Held Radio	14710		355CEC0833	X					
22	R90815	Hand-Held Radio	14816		402TEE3244	X					

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CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Judicial Protection Section (021)

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.			Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST											
1	R41062	Mobile Radio			9523329			X			
2	R42925	Mobile Radio			9541813			X			
3	R46122	Mobile Repeater			7730727			X			
4	R71571	Analyzer/Conditioner						X			
5	R71794	Battery Charger						X			
6	R98192	Battery Charger						X			

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ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
021							301
021							301
021							301 021N
021							301
021							301
021							301
021							301
021							301
021							301
021							301
021							301
021							501
021							501
021							501
021							501 021S
021							501
021							501
021							501
021							501
021							501

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VE D BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

LEGEND

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ATTACHMENT E

November 2, 2009

Issued to officer

[illegible]

Issued to officer:

Issued to officer

ID#	Last Name	First Name	Ser#	Control#	Comments
[REDACTED]	[REDACTED]	[REDACTED]	(S)		
[REDACTED]	[REDACTED]	[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	(S)		
[REDACTED]	[REDACTED]	[REDACTED]	X		
[REDACTED]	[REDACTED]	[REDACTED]			

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Department of California Highway Patrol
Complete Area Inventory
021N - Judicial Protection - North

November 2, 2009

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

[REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]
[REDACTED]

Area Issued Weapons Total: [REDACTED]

Department of California Highway Patrol
Complete Area Inventory
021N - Judicial Protection - North

November 2, 2009

Area Grand Total: 

State of California

Business, Transportation and Housing Agency

Memorandum

Date: August 28, 2009

To: Protective Services Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Judicial Protection Section

File No.: 021.11545.10508

Subject: 2009 ANNUAL INVENTORY OF EQUIPMENT AND VEHICLES

Judicial Protection Section (JPS) has completed its annual inventory in accordance with the provisions of HPM 11.2, Chapter 8.

Since the 2008 inventory, several items have been added to, deleted from or corrected on our inventory. All changes are documented on a CHP 24, CHP 57 and/or CHP 266 where required.


J. L. MOBLEY, Lieutenant
Commander

Safety, Service, and Security